

INSTRUCTOR'S GUIDE

FOR

**YOU'RE FIRED: THE 10 QUICKEST WAYS TO LOSE YOUR JOB
AND HOW TO AVOID THEM**

"As a prospective employee, your main product is you."

Overview

In this video, you learn that employers cite 10 major reasons why people lose their jobs.

Today most people change jobs 10 to 12 times in their lives, but you don't want a job change to be out of your control. Getting fired can have a negative impact on your work reputation and personal life. If you avoid getting fired, you can learn skills, make contacts, and build a good reputation through your strong work ethic.

The top 10 reasons for being fired are

- Having a poor relationship with your supervisor
- Poor job performance
- Dishonesty
- Unreliability
- Poor attitude
- Being disrespectful of others
- Handling personal matters at work
- Using a computer for personal reasons
- Abusing alcohol or drugs
- Inappropriate appearance

Presentation Suggestions

Ask people to list the consequences of being fired from a job. This might include damage to their reputation, financial loss, stress, inability to get another job easily, or family conflicts, for example. Discuss these consequences and the value of avoiding getting fired to their work and personal lives.

When you feel students have begun to understand the impact that being fired can have, give them the **Anticipation Quiz** to complete prior to watching the video. If you wish, allow the students to state their answers and discuss them.

Show the video. Encourage students to make changes to the answers they put down for the Anticipation Quiz while watching the video. If you wish, allow students to do this section-by-section whenever the video suggests a pause.

At the conclusion of the video, ask students to discuss any changes they made to the answers on the Anticipation Quiz as a result of information in the video. Follow up the discussion with the **Activities**.

Use the **Discussion Questions** to request oral or written responses from students, or assign the questions as homework essays.

Give the **Quick Quiz** at the conclusion of class and correct the quizzes as a group.

Assign the **Homework Option**, if desired.

Anticipation Quiz

Directions: Answer these questions as completely as possible. You will revise your answers as you watch the video.

1. What are the top three reasons employers give for firing employees?
2. What are some unacceptable forms of dishonesty at work?
3. Why should being late or absent for work be considered a form of theft?
4. Name at least two ways you can show a good attitude on the job.
5. What are some inappropriate personal uses of a business computer?
6. Name at least one consequence of abusing alcohol or drugs on the job.
7. Name at least one good rule for dressing and grooming appropriately at your workplace.

Answer Key

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| 1. | Poor relationship with supervisor, poor job performance, dishonesty. |
| 2. | Overstating qualifications on a job application; not giving credit to others; stealing. |
| 3. | Because you are taking money for work you don't do. |
| 4. | Don't gossip, avoid negative people, use successful employees as role models, don't criticize and complain, be the problem solver. |

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|----|---|
| 5. | Shopping, checking personal e-mail, visiting sexually oriented sites. |
| 6. | Poor judgment, accidents, reduced productivity. |
| 7. | Reflect your work environment; dress for the job you want; check your employee manual for guidance; be neat, clean, and well groomed. |

Activities

Activity #1

Title: The Consequences of Being Fired

Format: Small group

Time: 30-35 minutes

Materials: Chart paper and marker pens

Procedure:

1. Organize the class into small groups of 4 or more.
2. Provide each group with some sheets of chart paper and marker pens.
3. Give each group one of these statements on a piece of paper:
 - a. You were fired from your last job as a result of often being late because you have trouble getting your child ready for day care. You have done nothing to change this situation.
 - b. Your previous employer discovered downloaded sexually explicit photos on your office computer and fired you.
 - c. You were fired from your job because you constantly gossiped and complained about your supervisor.
4. Ask students to take turns role playing an employer and job candidate in an interview (5 minutes per role play). Have each employer ask about why the candidate left his or her last job. Candidates cannot lie and cannot refuse to answer the question.
5. Have each group note on the chart paper how it felt to address the cause of their firing in a job interview. What would an employer's impression of a person with this job history think? Compare the group notes and discuss.

Activity #2

Title: Attitude Adjustment

Format: Individual

Time: 20-25 minutes

Materials: Index cards, pen

Procedure:

1. Write this on the board or overhead: "A positive attitude can change your perspective about your job and is appreciated by employers."
2. Explain that people with a positive attitude often succeed where those with a negative attitude do not. Ask each student to consider somebody they have known in a job who showed a positive attitude.
3. Have the students list up to three characteristics of a positive attitude on index cards, one characteristic per card. Then, have students write a short paragraph on each card explaining how the characteristic listed relates to being a successful on the job.
4. Ask the students to take a piece of paper and write about how a positive attitude helped them in a real life situation. Have them be as specific as possible about what they did: for example, encouraged a coworker on the job, solved a problem instead of giving in, or avoided gossiping about a friend in a social setting.
5. Discuss the results of this instance of a positive attitude and relate it to future job success.

Discussion Questions

1. One speaker in the video states that you should keep track of any measures of your productivity or results to help you prove good job performance. What are some measures of productivity in your job or industry?
2. If you were an employer and you caught an employee taking a few pens home from work for personal use, would you consider the employee dishonest? What would you do to discipline this employee?
3. The narrator comments that working as a team on the job begins with respectful communication. How can a supervisor determine a policy about what kinds of comments or behavior show disrespect for others? How can that policy be communicated to employees?

Quick Quiz

Note: You may read these questions out loud, allowing time for students to respond, or copy and hand this out as a written exercise. If you read the quiz, write responses on the board/overhead.

Directions: Indicate whether each statement is true or false, according to the video.

1. 10% of all workers have an alcohol problem.

2. It's okay to express your individual style in the way your dress at work, no matter what your workplace dress code.
3. An employer will never help an employee with an alcohol or drug abuse problem.
4. If your coworkers don't mind, it's okay to make sexual jokes on the job.
5. You should never do anything dishonest on the job.
6. To build a good relationship with your supervisor, ask him or her for advice and feedback.
7. Overstating your successes on a job application is a form of dishonesty.
8. It's never okay to show up late for work.
9. Those with a drug or alcohol problem are no more likely to miss work than others.
10. One rule of thumb for on the job appearance that can help you get promoted is to dress for the job you have.

Answer Key

- | | |
|-----|-------|
| 1. | True |
| 2. | False |
| 3. | False |
| 4. | False |
| 5. | True |
| 6. | True |
| 7. | True |
| 8. | False |
| 9. | False |
| 10. | False |

Homework Option

Identify three things you have done on the job that fit into one of the 10 ways that you can get fired, listed in the first section of this guide. Write a performance review of yourself as if you were your employer, citing how each of these three actions might have a negative impact on your job. Then, write a sentence for each item describing how you can change your behavior in future.